

**Agenda**  
**Workshop Meeting of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**March 4, 2014**  
**5:30 PM**

- 1. Review Agenda for 7:00 p.m. Meeting: City Manager**
- 2. Financial Update Including Public Works Budget: Kyle Jones and Larry Parrott**
- 3. Discussion of Ordinance Updates: Mike Morton**
  - Review List of Planning Commission Zoning Ordinance Issues**
  - Parkway/Crossroads Districts Draft**
  - Subdivision Regulations**
- 4. Complaints about Dog Waste at Rico Park**

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*

**City of Chattahoochee Hills, GA**  
**Fiscal Year 2014 - General Fund**  
**Budget to Actual as of February 21, 2014 - 64.7% of Year Lapsed**

**Revenues:**

	FY 2014 Approved Budget	Actuals February 21, 2014
Property Taxes	900,000	965,218
L.O.S.T.	540,000	326,058
Intangible Tax	10,000	7,468
Motor Vehicle Tax	55,000	65,100
Real Estate Transfer Tax	2,500	3,327
Business & Occupation Tax	15,000	5,643
Insurance Premium Tax	110,000	122,667
Alcohol Beverage Tax	5,000	4,744
Franchise Fees	100,000	96,525
Licenses & Permits	25,000	36,400
Charges for Service	30,000	19,106
Charges for Service (Parking Fees)	-	10,111
Charges for Service (Hunting Lease)	-	15,000
Intergovernmental (Conservation)	50,000	139,110
Intergovernmental (LMIG Grant)	-	88,015
Fines & Forfeitures	120,000	74,646
Contributions & Donations	-	330
Interest	446	439
Insurance Proceeds (Playground)	-	42,650
Other Revenues	-	5,250
Subtotal:	<u>\$ 1,962,946</u>	<u>\$ 2,027,806</u>

**Other Financing Sources:**

Hotel/Motel Tax	20,000	13,725
Subtotal Other Financing Sources:	<u>20,000</u>	<u>13,725</u>
Total Operating Revenue:	<u>\$ 1,982,946</u>	<u>\$ 2,041,531</u>

**Expenditures:**

			% of Budget Spent
Mayor & Council	41,935	23,729	56.6%
City Manager	60,000	37,619	62.7%
City Clerk	44,455	24,811	55.8%
General Administration	101,184	65,624	64.9%
IT	32,995	16,277	49.3%
Community Development	49,520	36,560	73.8%
Municipal Court	63,157	31,661	50.1%
Police	472,865	334,693	70.8%
Fire	488,188	307,039	62.9%
Public Works	279,632	271,745	97.2%
Engineering	-	-	
Parks & Recreation	56,482	35,973	63.7%
Non-Departmental Insurance	131,753	97,545	74.0%
Contingency - Reserved Fund Balance	49,554	-	
Subtotal:	<u>\$ 1,871,720</u>	<u>\$ 1,283,276</u>	68.6%

**Other Financing Uses:**

Interest - TAN	17,016	16,828	
Interest - Capital Lease	3,444	3,444	
Interest - Line of Credit	8,000	-	
Capital Lease Payment	36,388	36,388	
I/F Transfer to Operating Grants Fund	-	-	
I/F Transfer to Capital Grants Fund	24,378	-	
I/F Transfer to Capital Project Fund	22,000	-	
Subtotal Other Financing Uses:	<u>111,226</u>	<u>56,660</u>	
Total Expenditures	<u>\$ 1,982,946</u>	<u>\$ 1,339,935</u>	67.6%

**Revenues in Excess of Expenditures**

	<u>\$ -</u>	<u>\$ 701,596</u>
--	-------------	-------------------

**Cash Flow**

January 31, 2014 (Actual)	\$ 1,122,797
February 28, 2014 (Projected)	\$ 1,013,314
March 31, 2014 (Projected)	\$ 938,614

**PUBLIC WORKS**

	Account Detail	FY 2014 Approved Budget	FY 2014 Adjusted Budget March 4, 2014	YTD Expenditures 2/14/14	Remaining Balance
Salary / Benefits	SALARY	\$ 108,950	\$ 108,950	\$ 62,111	\$ 46,840
	BENEFITS	33,500	33,500	24,165	9,335
<i>Total Salary / Benefits</i>		\$ 142,450	\$ 142,450	\$ 86,276	\$ 56,174
Professional Fees	TREE REMOVAL	-	500	500	-
	ROAD MAINTENANCE (LMIG GRANT)	-	72,880	72,880	0
	MILLED ASPHALT (THOMPSON TRUCKING)	-	595	595	-
<i>Total Professional Fees</i>		\$ -	\$ 73,975	\$ 73,975	\$ 0
Equipment R & M	TRACTOR (2) & BUSHOG MAINTENANCE	20,000	21,301	16,362	4,939
	<i>Total Equipment Repair &amp; Maintenance</i>		\$ 20,000	\$ 21,301	\$ 16,362
Facility R & M	MISCELLANEOUS	5,000	5,000	3,288	1,712
	<i>Total Facility Repair &amp; Maintenance</i>		\$ 5,000	\$ 5,000	\$ 3,288
Vehicle R & M	TRUCK MAINTENANCE	6,500	6,500	3,333	3,167
	<i>Total Vehicle Repair &amp; Maintenance</i>		\$ 6,500	\$ 6,500	\$ 3,333
Grounds R & M	MISCELLANEOUS	1,000	1,000	-	1,000
	<i>Total Grounds R &amp; M</i>		\$ 1,000	\$ 1,000	\$ -
Communications	SPRINT	-	1,000	454	546
	<i>Total Communications</i>		\$ -	\$ 1,000	\$ 454
Travel	SURPLUS PROPERTY PICKUP	200	200	-	200
	<i>Total Travel</i>		\$ 200	\$ 200	\$ -
Maintenance Contracts	PEST CONTROL	582	582	291	291
	<i>Total Maintenance Contracts</i>		\$ 582	\$ 582	\$ 291
Supplies	VARIOUS SUPPLIES	5,000	5,000	3,734	1,266
	ROAD MAINTENANCE (LMIG GRANT)	-	36,016	36,016	0
	ROAD MAINTENANCE	56,000	56,000	9,190	46,810
<i>Total Supplies</i>		\$ 61,000	\$ 97,016	\$ 48,940	\$ 48,076
Water / Sewage / Refuse	GARBAGE SERVICE	900	900	572	328
	<i>Total Water / Sewage</i>		\$ 900	\$ 900	\$ 572
Natural Gas	PROPANE	2,500	2,500	940	1,560
	<i>Total Natural Gas</i>		\$ 2,500	\$ 2,500	\$ 940
Electricity	CITY HALL ELECTRICITY	17,000	17,000	8,213	8,787
	<i>Total Electricity</i>		\$ 17,000	\$ 17,000	\$ 8,213

Account Detail		FY 2014 Approved Budget	FY 2014 Adjusted Budget March 4, 2014	YTD Expenditures 2/14/14	Remaining Balance
Fuel	FUEL	20,000	20,000	16,398	3,602
<i>Total Fuel</i>		\$ 20,000	\$ 20,000	\$ 16,398	\$ 3,602
Uniforms	T - SHIRTS	-	100	94	6
<i>Total Uniforms</i>		\$ -	\$ 100	\$ 94	\$ 6
Machinery & Equipment	SMALL TOOLS/EQUIPMENT	2,500	2,500	1,762	738
	BUSH HOG	-	15,000		15,000
	FIRE EXTINGUISHERS	-	-	222	(222)
<i>Total Machinery &amp; Equipment</i>		\$ 2,500	\$ 17,500	\$ 1,985	\$ 15,515
Public Works M & O		\$ 137,182	\$ 264,574	\$ 174,845	\$ 89,729
Public Works Salary / Benefits		\$ 142,450	\$ 142,450	\$ 86,276	\$ 56,174
Total Public Works		\$ 279,632	\$ 407,024	\$ 261,121	\$ 145,903
Notes:					

**Agenda**  
**Regular Meeting of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**March 4, 2014**  
**7:00 pm**

**Call to Order**

**Administer Oath of Office to Elected Officials**

**Approval of Agenda**

**Approval of Minutes**

1. Minutes of the Regular Meeting of February 4, 2014

**Presentations**

1. Ronnie Lyle Proclamation
2. Kel Johnson Proclamation

**Public Hearing (None scheduled)**

**Unfinished Business (None scheduled)**

**New Business**

1. **Item 14-659:** Budget Adjustments to eliminate the capital fund and capital grant fund and recognize those transactions in the general fund, and to recognize the revenue and expenditures of the parks playground equipment.

**Public Comments**

**Mayor and Council Comments**

**Staff Reports**

**Adjourn Meeting**

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*

**Minutes  
Regular Meeting of the Mayor and Council  
City of Chattahoochee Hills, Georgia  
February 4, 2014  
7:00 pm**

**Call to Order**

*Mayor Reed called the meeting to order at 7:00 p.m. Councilmembers present were Don Hayes, Faye Godwin, John Taylor and Claire Williams. Absent was Richard Schmidt. Mayor Reed declared that a quorum was present. Also present was the City Attorney Mr. Lindsey. Mayor Reed led the assembly in the Pledge of Allegiance.*

**Administer Oath of Office to Elected Officials** *(deleted from agenda)*

**Approval of Agenda**

*A motion was made by Ms. Godwin, seconded by Mr. Hayes, and unanimously adopted to approve the amended agenda for the meeting omitting Administer Oath of Office to Elected Officials.*

**Approval of Minutes**

1. Minutes of the Regular Meeting of January 14, 2014

*A motion was made by Ms. Williams to approve the minutes from the regular meeting of January 14, 2014 and Mr. Taylor seconded. The motion passed unanimously.*

**Presentations**

1. Arbor Day Proclamation

*Mayor Reed read the proclamation to name February 22, 2014 for the Chattahoochee Hills Arbor Day celebration which will take place at 9:00 a.m. at the GATEway (corner of Rivertown Road and South Fulton Parkway).*

**Public Hearing**

1. **Item 14-658: V13-001** – A request by Charlie and Leslie Hatcher of 7955 Cochran Mill Road to obtain a variance on the placement of a barn as described in Zoning Ordinance Sections 4.8.1 (Horses) and 5.1.3.I (Minimum Accessory Structure Requirements), to allow a barn to be constructed in the front yard, approximately 860 feet from the roadway.

*Mayor Reed opened the Public Hearing. Mr. Lindsey read the procedures for the hearing.*

*Applicant Charlie Hatcher explained he is currently building a house on Cochran Mill Road and gave a description of the site and placement of the house and barn with a riding ring between the two buildings. He noted that the barn would be 600 feet from the road, rather than the 860 feet stated on the original application for variance.*

*Dian Wilson, 8130 Cochran Mill Road, spoke in favor of the variance, stating that the house next door to her had a barn in front of the home and it is very picturesque and adds character to the area.*

*Kenneth Sockwell, whose parents live close to the property, stated there is a history of drainage problems with the street dating from the 1970's when the County installed a 30" culvert under the road and feels the City should try to correct the problem. He presented pictures of his parents' front yard during rain events over the years.*

*Mayor Reed closed the Public Hearing.*

### **Unfinished Business (None scheduled)**

### **New Business**

1. **Item 14-658:** Consideration of V13-001 - A request by Charlie and Leslie Hatcher of 7955 Cochran Mill Road to obtain a variance on the placement of a barn as described in Zoning Ordinance Sections 4.8.1 (Horses) and 5.1.3.1 (Minimum Accessory Structure Requirements), to allow a barn to be constructed in the front yard, approximately 860 feet from the roadway. (2<sup>nd</sup> read)

*Mr. Taylor made a motion to approve the variance, to allow a barn to be constructed in the front yard, approximately 600 feet from the roadway and Ms. Williams seconded the motion.*

*Mr. Hayes asked Mr. Sockwell if the barn was causing the drainage problem and Mr. Sockwell answered that the barn was not the problem however the lay of the land was an issue.*

*Mayor Reed noted that the proposed zoning revisions will allow for a barn to be in front of a home.*

*The motion passed unanimously.*

### **Public Comments**

*Alan Merrill, 560 Tabb Way, gave a examples of damage done to natural habitats by man-made improvements and cautioned the elected officials to keep in mind unintended consequences of regulations regarding trees and clearing as they establish policy.*

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*

### **Mayor and Council Comments**

*Ms. Godwin thanked the employees that worked during the snow.*

*Mayor Reed expressed appreciation for the communication with the community over Facebook and Nixle regarding road conditions during the storm. He announced that the Planning Commission has been meeting for workshops each week to work on the zoning ordinance. He thanked the Park Commission and Maribeth Wansley for the research and work that has gone into replacing the playground at Cochran Mill Park. The Tree Board has been working on a revision of the tree ordinance. The Mayor recognized Kyle Jones for the good work he has done getting the budget information together for the retreat.*

### **Staff Reports**

*Chief Rook invited everyone to the dedication of the Lt. Mike Vogt Memorial Scenic Byway on February 15th at 4:00 at the corner of South Fulton Parkway and Campbellton Redwine Road. A spaghetti dinner at City Hall will follow. He thanked Officers Purcell, Lipham, Bass, Downs and Hamlin for serving during the snow storm and staying on duty around the clock. There were only two (2) wrecks during the storm.*

*Chief Lyle reported that no fewer than six (6) firefighters were on duty at all times during the ice storm with many volunteering their time. There was only one (1) call during the storm. Ed Cline, who will be retiring, was called forward and presented with a Certificate of Appreciation for his service at the station.*

*Mike Morton announced that a draft of the subdivision regulations should be ready for review soon.*

*Kyle Jones announced a retreat for the elected officials to discuss the budget on February 10<sup>th</sup> beginning at 9:00 a.m. at City Hall.*

### **Adjourn Meeting**

*Ms. Godwin made a motion to adjourn and Mr. Taylor seconded. The motion passed unanimously and the meeting adjourned at 7:40 pm.*



*These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by Council, but not quoted. This is an official record of the City of Chattahoochee Hills City Council Meeting proceedings.*

Approved this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Cynthia Hanson, City Clerk

\_\_\_\_\_  
Tom Reed, Mayor

(Seal)

DRAFT

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*

# Proclamation

by the  
City of Chattahoochee Hills, Georgia

Whereas William Ronald Lyle, affectionately known to most of us as “Chief Lyle” has served with distinction for the past four years as Fire Chief of the city of Chattahoochee Hills, and

Whereas Chief Lyle has served in various capacities within the Chattahoochee Hills Fire & Rescue Department since the inception of this city, and has been critical to creating a strong foundation for our young City’s Public Safety Team, and

Whereas Chief Lyle has become a much-loved fixture in the Chattahoochee Hills Community, whose regular presence will be missed by so many in the City, and

Whereas Chief Lyle has committed 32 years of his life to the role of Firefighter and public servant, committing his career to the health and safety of others while serving with Forest Park Fire Department, Fulton County Fire Department and with Chattahoochee Hills Fire & Rescue Department,

Let it be proclaimed the citizens and leaders  
of the city of Chattahoochee Hills  
do convey their utmost thanks and respect to

**William Ronald Lyle**

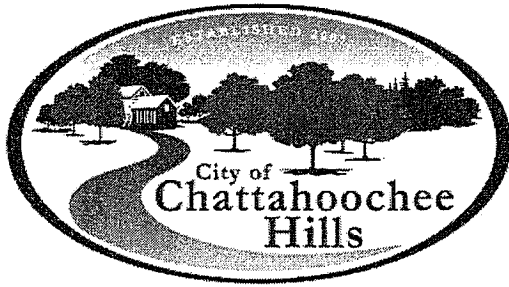
for his outstanding service as Fire Chief since 2010,

And acknowledge his faithful devotion to  
professional service in a fire career lasting 32 years.

This proclamation is made on this 1st day of March, 2014.

---

Tom Reed  
Mayor  
City of Chattahoochee Hills



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
John Taylor  
Richard Schmidt  
Claire Williams  
Faye Godwin  
Don Hayes

CITY MANAGER  
James Williams

[www.chathillsga.us](http://www.chathillsga.us)

(770) 463-8881

Fax (770) 463-8550

To: Chattahoochee Hills Mayor and City Council  
From: Kyle Jones, Finance Director  
Date: Submitted for the March 4, 2014 City Council Meeting

### ***Staff Recommendation:***

Approve the resolution amending the fiscal year 2014 budget which modifies the expenditures and revenues in the general fund, capital fund and capital grants fund.

### ***Background:***

From time to time during the fiscal year, budget adjustments are necessary to maintain operations at current service levels. The original FY14 budget was approved by the City Council on June 4, 2013 and this is the first budget amendment to the Fiscal Year 2014 General Fund budget.

There are two purposes for this budget adjustment:

- 1) To eliminate the capital fund and capital grant fund and recognize those transactions in the general fund, and
- 2) To recognize the revenue and expenditures of the parks playground equipment

The recommended general fund budget amendment includes the following adjustments to expenditures.

### **General Fund:**

#### Revenue

Intergovernmental: Increase \$88,014  
Insurance Proceeds: Increase \$42,649  
Total Increase in Revenue: \$130,663

#### Expenditures

Fire: Increase \$7,000  
Public Works: Increase \$127,392  
Parks and Recreation: Increase \$42,649  
I/F Transfer to Capital Grants Fund: Decrease \$24,378



TREE CITY USA®

I/F Transfer to the Capital Fund: Decrease \$22,000  
Total Increase in Expenditures: \$130,663

### **Capital Fund**

#### Revenue

I/F Transfer from the General Fund: Decrease \$22,000  
Total Decrease in Revenue: \$22,000

#### Expenditures

Fire: Decrease \$7,000  
Public Works: Decrease \$15,000  
Total Decrease in Expenditures: \$22,000

### **Capital Grants Fund**

#### Revenue

I/F Transfer from the General Fund: Decrease \$24,378  
Intergovernmental Grant: Decrease \$81,256  
Total Decrease in Revenue: \$105,634

#### Expenditures

Public Works: Decrease \$105,634  
Total Decrease in Expenditures: \$105,634

**City of Chattahoochee Hills, GA**  
**Fiscal Year 2014**  
**General Fund Budget - Budget Adjustment March 4, 2014**  
**Statement of Revenue and Expenditures**

<b>Revenues:</b>	FY 2014 Approved Budget	Recommended Adjustment March 4, 2014	FY 2014 Revised Budget March 4, 2014
Property Taxes	900,000	-	900,000
L.O.S.T.	540,000	-	540,000
Intangible Tax	10,000	-	10,000
Motor Vehicle Tax	55,000	-	55,000
Real Estate Transfer Tax	2,500	-	2,500
Business & Occupation Tax	15,000	-	15,000
Insurance Premium Tax	110,000	-	110,000
Alcohol Beverage Tax	5,000	-	5,000
Franchise Fees	100,000	-	100,000
Licenses & Permits	25,000	-	25,000
Charges for Service	30,000	-	30,000
Charges for Service (Parking Fees)	-	-	-
Charges for Service (Hunting Lease)	-	-	-
Intergovernmental (Conservation)	50,000	-	50,000
Intergovernmental (LMIG Grant)	-	88,014	88,014
Fines & Forfeitures	120,000	-	120,000
Contributions & Donations	-	-	-
Interest	446	-	446
Insurance Proceeds (Playground)	-	42,649	42,649
Other Revenues	-	-	-
Subtotal:	<u>\$ 1,962,946</u>	<u>\$ 130,663</u>	<u>\$ 2,093,609</u>
<b>Other Financing Sources:</b>			
Hotel/Motel Tax	20,000	-	20,000
Subtotal Other Financing Sources:	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Total Operating Revenue:	<u>\$ 1,982,946</u>	<u>\$ 130,663</u>	<u>\$ 2,113,609</u>
<b>Expenditures:</b>			
Mayor & Council	41,935	-	41,935
City Manager	60,000	-	60,000
City Clerk	44,455	-	44,455
General Administration	101,184	-	101,184
IT	32,995	-	32,995
Community Development	49,520	-	49,520
Municipal Court	63,157	-	63,157
Police	472,865	-	472,865
Fire	488,188	7,000	495,188
Public Works	279,632	127,392	407,024
Engineering	-	-	-
Parks & Recreation	56,482	42,649	99,131
Non-Departmental Insurance	131,753	-	131,753
Contingency - Reserved Fund Balance	49,554	-	49,554
Subtotal:	<u>\$ 1,871,720</u>	<u>\$ 177,041</u>	<u>\$ 2,048,761</u>
<b>Other Financing Uses:</b>			
Interest - TAN	17,016	-	17,016
Interest - Capital Lease	3,444	-	3,444
Interest - Line of Credit	8,000	-	8,000
Capital Lease Payment	36,388	-	36,388
I/F Transfer to Operating Grants Fund	-	-	-
I/F Transfer to Capital Grants Fund	24,378	(24,378)	-
I/F Transfer to Capital Project Fund	22,000	(22,000)	-
Subtotal Other Financing Uses:	<u>111,226</u>	<u>(46,378)</u>	<u>64,848</u>
Total Expenditures	<u>\$ 1,982,946</u>	<u>\$ 130,663</u>	<u>\$ 2,113,609</u>
<b>Revenues in Excess of Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Chattahoochee Hills, Georgia  
 Fiscal Year 2014  
 Capital Fund Budget - Budget Adjustment March 4, 2014  
 Statement of Revenue and Expenditures

Revenues:	FY 2014 Approved Budget	Recommended Adjustment March 4, 2014	FY 2014 Revised Budget March 4, 2014
<b>Other Financing Sources:</b>			
I / F Transfer From General Fund	22,000	(22,000)	-
Total Capital Revenue:	\$ 22,000	\$ (22,000)	\$ -
<b>Expenditures:</b>			
Fire	7,000	(7,000)	-
Public Works	15,000	(15,000)	-
Total Expenditures	\$ 22,000	\$ (22,000)	\$ -
<b>Revenues in Excess of Expenditures:</b>	\$ -		\$ -

Detail	
Fire Hose	7,000
Bush-Hog	\$ 15,000
<b>TOTAL CAPITAL APPROPRIATIONS</b>	<b>\$ 22,000</b>

**City of Chattahoochee Hills, Georgia**  
**Fiscal Year 2014**  
**Capital Grant Fund Budget - Budget Adjustment March 4, 2014**  
**Statement of Revenues and Expenditures**

<b>Revenues:</b>	<b>FY 2014 Recommended Budget</b>	<b>Recommended Adjustment March 4, 2014</b>	<b>FY 2014 Revised Budget March 4, 2014</b>
<b>Other Financing Sources:</b>			
I / F Transfer From General Fund	24,378	(24,378)	-
Intergovernmental	81,256	(81,256)	-
Total Operating Revenue:	\$ 105,634	\$ (105,634)	\$ -
<b>Expenditures:</b>			
Public Works	105,634	(105,634)	-
Total Expenditures	\$ 105,634	\$ (105,634)	\$ -
<b>Revenues in Excess of Expenditures:</b>	\$ -	-	\$ -

Detail	
Cochran Mill Road Paving	\$ 105,634
<b>TOTAL CAPITAL APPROPRIATIONS</b>	<b>\$ 105,634</b>